



Office of Administrative Services
FOIA Requester Service Center

November 21, 2018

Mr. James Chelmowski
6650 N Northwest Hwy #300
Chicago, IL 60631

Dear Mr. Chelmowski:

This letter is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) request (GSA-2019-000249), submitted on November 2, 2018, in which you requested:

“[t]he GSA directives (FOIA and Privacy Act) and GSA procedures and policy of the GSA staff responsibilities on processing FOIA and Privacy Act request of records.”

Enclosed please find the documents responsive to your request.

In processing your request, GSA withheld records which reflect the agency's deliberative process are considered pre-decisional in nature and/or attorney-client privileged communications, pursuant to FOIA, 5 U.S.C. § 552(b)(5).

As we have redacted information referenced in the above paragraphs with the aforementioned FOIA exemptions, this technically constitutes a partial denial of your FOIA request. You have the right to appeal the denial of the information being withheld. You may submit an appeal online at the following link (<https://foiaonline.regulations.gov/foia/action/public/home>) or in writing to the following address:

U.S. General Services Administration
FOIA Requester Service Center (H1F)
1800 F Street, NW, Room 7308
Washington, DC 20405

Your appeal must be postmarked or electronically transmitted within 120 days of the date of the response to your request. In addition, your appeal must contain a brief statement of the reasons why the requested information should be released. Please enclose a copy of your initial request and this denial. Both the appeal letter and envelope or online appeal submission should be prominently marked, “Freedom of Information Act Appeal.”

This completes action on your request. Should you have questions, you may contact me at travis.lewis@gsa.gov or contact our GSA FOIA Public Liaison, Audrey Brooks, at (202) 205-5912 or by email at audrey.brooks@gsa.gov for any additional assistance and to discuss any aspect of your FOIA request.

U.S. General Services Administration
1800 F. Street, Northwest
Washington, DC 20405
Telephone: (877) 675-FOIA
Fax: (202) 501-2727

Additionally, you may contact the Office of Government Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, email at ogis@nara.gov; telephone at (202) 741-5770; toll free at (877) 684-6448; or facsimile at (202) 741-5769.

Sincerely,

Travis Lewis

Travis Lewis

Deputy Director

Office of Accountability and Transparency

Office of Administrative Services

Enclosures